Standard: *Review Meeting Agenda*	
Issue Date: **May 5, 2000**	Standard ID: *S-GP-133*
Supersedes: **October 8, 1999**	Rev/Change 2.0

1. **Purpose:** To outline the subjects to be addressed at Formal Management Reviews.

2. **Creating Procedures:**

   P-GP-030 Project Status Meetings

3. **Contents:**

   a) *Project ID:* the name/ID of the project to be reviewed.
   b) *Prepared By:* the name of the person creating the meeting agenda.
   c) *Date:* the date the meeting is to be held.
   d) *Location:* the location where the meeting is to be held (city, building, address, room number, or a subset of these, as appropriate).
   e) *Purpose:* the name or purpose of the meeting.
   f) *Agenda:* a list of topics to be covered, optionally with times and names of the presenters. (See attached sheet for example.)
   g) *Additional Instructions (optional):* information such as who to contact for more information, where to send security clearances, etc.

4. **Format**

   Following Page

5. **Notes:**

   For additional guidance on review purpose and topics covered, consult:

   (a)   DOD-STD-1521B
   (b)   IEEE std. 1860

Review Meeting Agenda

Location: _____

Project ID: _____
Prepared By: _____
Date: _____

Purpose: _____

Agenda:

?? Work Accomplished

?? Status of Existing Action Items

?? Status of Tasks

?? Items Delivered

?? Subcontractor Issues

?? Schedule

?? Cost

?? Status of Existing Risks

?? Problems and Issues

?? Technical

?? Configuration Management

?? Quality Assurance

?? Customer

?? Future Work

?? Planned Tasks

?? Review of Action Items Assigned during Meeting

?? Additional Instructions

S-GP-133